



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, वीरवार, 22 अप्रैल, 2004/2 बैशाख, 1926

हिमाचल प्रदेश सरकार
विभागीय परीक्षा बोर्ड फेयरलॉन, शिमला-171012

अधिसूचना

शिमला-12, 6 अप्रैल, 2004

संख्या हिपा(परीक्षा)12/75-14.—हिमाचल प्रदेश विभागीय परीक्षा नियम, 1997 के उप-नियम 24(2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, जोकि हिमाचल प्रदेश सरकार के कार्मिक विभाग (प्रशिक्षण एवं समनुदेशन) द्वारा जारी की गई अधिसूचना संख्या का. 1(प्रशि.) बी (12)-40/95, दिनांक 13-3-1997 द्वारा अधिसूचित किया गया है, हिमाचल प्रदेश विभागीय परीक्षा बोर्ड एतद्वारा हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से, विभागीय परीक्षा से सम्बन्धित हिमाचल प्रदेश सरकार के विभिन्न सरकारी विभागों के पाठ्यक्रम में निम्नानुसार संशोधन संलग्न परिशिष्ट "1" के अनुसार करता है। बोर्ड ये भी निर्दिष्ट करता है कि विभागीय परीक्षा नियम, 1997 की संलग्न अनुसूचि A', B',

C', D' तथा E', पर वर्णित विभागीय परीक्षा के पुराने पाठ्यक्रम को परिशिष्ट-1 पर वर्णित सम्बन्धित विभागों के पाठ्यक्रम से अधिसूचित तिथि से प्रतिस्थापित एवं संशोधित समझा जाए ।

1. संक्षिप्त नाम और प्रारम्भ.— (i) इन नियमों का संक्षिप्त नाम हिमाचल प्रदेश विभागीय परीक्षा (चतुर्थ संशोधन) नियम, 2004 है ।

(ii) ये नियम राजपत्र हिमाचल प्रदेश में प्रकाशन की तारीख से प्रवृत्त होंगे ।

2. नियम 24 (1) का संशोधन पर्व तथा पाठ्यक्रम.—नियम 24 के उप नियम 1 के विद्यमान उपबन्ध के विरुद्ध कुछ विभागों के वर्गों के विभागीय परीक्षा के पाठ्यक्रम जोकि अनुसूचि A', B', C', D' तथा E', में दिए गए हैं को, संशोधित पाठ्यक्रम, विभागों के पेपरों के संशोधित पाठ्यक्रम परिशिष्ट '1' जोकि नियमों में परिशिष्ट किए गए हैं द्वारा प्रतिस्थापित किया जाता है ।

आदेश द्वारा,

हस्ताक्षरित/-

सचिव,

हिमाचल प्रदेश विभागीय परीक्षा बोर्ड,

फेयरलॉन्ज, शिमला-171012

Government of Himachal Pradesh
H.P. Board of Departmental Examinations
Fairlawns, Shimla-171012

NOTIFICATION

Shimla, the 6th April, 2004

No. HIPA(Exams)12/75-14.—In exercise of the powers conferred by Rule 24(2) of H.P. Departmental Examination Rules, 1997 as notified by Govt. of Himachal Pradesh Department of Training & Foreign Assignments *vide* Notification No. Per(Trg.)B(12)-40/95, dated 13-3-1997, the Board of Departmental Examinations Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission hereby makes amendments to the syllabus for the Departmental Examination in respect of the various departments of the Govt. of Himachal Pradesh as per Appendix-I attached hereto. The Board further orders that on the date of issue of the present Notification, the syllabus in respect of departments as mentioned in Appendix-I shall stand amended and replace the existing syllabus for Departmental Examinations in respect of these departments as detailed in Schedule A¹, B¹, C¹, D¹ & E¹ attached to the Departmental Examination Rules, 1997, namely :—

1. Short title and commencement.— (i) These Rules shall be called the Himachal Pradesh Departmental Examinations (Fourth Amendment) Rules, 2004.

(ii) These Rules shall come into force from the date of publication in Rajpatra H.P.

2. Amendment of Rule 24(1) Paper and Syllabus.—For the existing provisions against sub-rule(1) of Rule 24 the syllabus for the departmental examinations of categories of some departments given in the Schedule A¹, B¹, C¹, D¹ & E¹ substituted by amended syllabus of Paper (s) of Departments : **APPENDIX 'I'** to these rules.

By order,

Sd/-

Secretary,

H.P. Board of Departmental Examination
Fairlawns, Shimla-171012.

APPENDIX-I

AMENDMENT OF SYLLABUS FOR DEPARTMENTAL EXAMINATIONS
[RULE 24(2)]

Schedule	Department	Paper No.	Annexure
A¹	Indian Administrative Service and Himachal Pradesh Administrative Service Officers .	9& 14	1
B¹	Indian Forest Service and Himachal Pradesh Forest Service Officers	3	2
C¹	Tehsildars and Naib Tehsildars	8	3
D¹	Technical and Non-Technical Officers of various Departments	1	4
D¹	Non-Technical Officers of following Departments:		
	1. Election	3,4,5	5
	2. Food & Supplies	3,4,5	6
	3. Panchayati Raj	3,4,5	7
	4. Police Department	3	8
	5. Public Relations	3,4,5	9
	6. Rural Development	3,5	10
	7. Weights & Measure	3,4,5	11
	8. Welfare Department	3,4,5	12
E¹	Technical Officers of following departments:		
	1. Agriculture	3	13
	2. Fisheries	3	14
	3. Horticulture	3	15
	4. H.P. P.W.D.	3	16
	5. Treasury & Accounts	3	17
	6. Youth Services & Sports	3	18

Annexure-1

IAS/HAS EXAMINATIONS

PAPER-9 : (Civil Service, Treasury and Financial Rules)

1. Fundamental Rules and Supplementary Rules.
2. Pension Chapter of the Civil Services Regulations.
3. Liberalised Pension Rules/Central Civil Services (Pension) Rules, 1972.
4. Family Pension Scheme for Central Government Employees, 1964.
5. General Provident Fund (Central Services) Rules, 1960.
6. Civil Pension Commutation Rules.
7. Contributory Provident Fund (India) Rules, 1960.
8. Office Manual/Vigilance Manual.
9. C.C.S. (Leave) Rules, 1972.
10. Central Civil Services (Temporary Service) Rules, 1965.
11. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
12. Central Civil Services (Conduct) Rules, 1964.
13. Leave Travel Concession Scheme of Central Government.
14. H.P. Financial Rules Volume-I and Volume-II.
15. Punjab Treasury Rules (as adopted in Himachal Pradesh).
16. Himachal Pradesh Budget Manual, 1971.
17. Hand Book for Supervisory Officers.
18. Hand Book for Assistants.
19. Hand Book for Clerk.
20. Rules of Business of H.P. Government.

**NEW COMPUTER SYLLABUS FOR HAS OFFICERS.
(In place of Horse Riding)**

Paper No. 14

Part-A

(50 Marks)

1½ hours

1. Computer Basics :
 - (i) Introduction to computers.
 - (ii) An Overview of Computer Hardware
 - Various Components of Computer RAM, ROM and CPU etc.
 - Secondary Storage Devices-Hard Disk, Floppy, CD-ROM etc.

- Input/Output Devices-
Keyboard, Mouse, VDU, Printer etc.
- (iii) Various Types of Computers
- (iv) An Overview of Computer Software - Operating System/Systems
Software-Variety types of Working Environments.
- (v) Standard Application Softwares.
- 2. Data Communication :
 - (i) Basic concepts of networking.
 - (ii) Types of Networks, Advantages and Need for Networking.
 - (iii) Network Components, Ways to set-up Network.
 - (iv) Using the Internet.
 - WWW, E-Mail & Video Conferencing Services over Internet.
 - Government to citizen (G2C) Interface of the H.P. Government.
- 3. Applications of Computer in Government :
 - (i) Office Automation Tools under Windows.
 - (ii) Data Base Management System.
 - (iii) Computer based Management Information System.
- 4. Programmes and Policies of the State Government :
 - (i) Guidelines/Notifications for Procurement and set-up of IT Infrastructure.
 - (ii) Information Technology (IT) Policy and E-Governance Strategy and Guidelines.
- 5. Current Topics in IT.

Part-B Practical

(50 Marks)

1½ hours.

1. Proficiency in Working on a Windows Computer :
 - (i) How to install and use basic input/output devices.
 - (ii) Practical knowledge of MS-Office.
 - (iii) Practical knowledge of internet/E-mail services.
 - (iv) Managing files/folders.
 - (v) Practical knowledge of sharing resources on a network.

Annexure-2

FOREST DEPARTMENT

PAPER: 3 (RULES AND ACTS)

(A) ACTS AND RULES :

1. Indian Forest Act, 1927 as amended to date.
2. Wild Life (Protection) Act, 1972 as amended to-date.
3. H.P. Land Preservation Act, 1978 as amended to-date.
4. H.P. Forest (Sale of Timber) Act, 1968, as amended to-date.
5. Forest (Conservation) Act, 1980 as amended to-date.
6. H.P. Resin & Resin Products (Regulation of Trade) Act, 1982 as amended to-date.
7. H.P. Forest Produce (Regulation of Trade) Act, 1982 as amended to-date.
8. H.P. Prevention of specific corrupt Practices Act, 1983.
9. H.P. Public Premises and Land (Eviction and Rent Recovery) Act, 1971 (Act No. 22 of 1971).
10. Environment (Protection) Act, 1986.
11. H.P. Employment Exchanges (Compulsory Notification of vacancies) Act, 1959.
12. Rules made under the above Acts (under Sr. No. 1 to 11 above) and the powers delegated to the officers in H.P. to perform different functions.
13. H.P. Forest Settlement Rules.
14. H.P. River Rules 1971, as amended to-date.
15. Forest Produce (transit) Land Rules, 1978 as amended to-date.
16. National Forest Policy.
17. H.P. Forest Policy.
18. Land Acquisition Act, 1894.
19. Indian Arbitration Act.
20. Indian Contract Act.

(B) ACCOUNTS AND PROCEDURE :

1. H.P. Forest Manual Volume I, II, III & IV.
2. Vigilance Manual.
3. Office Manual.
4. Accounts Code.
5. Budget Manual.
6. Central Civil Services Rules.
7. Fundamental Rules and Supplementary Rules.
8. All India Services Rules.
9. H.P. Working Plan Code.
10. H.P. Financial Rules.
11. Treasury Rules.
12. Procedure for Assembly Business, Public Accounts Committee, Committee on Public Undertakings and Estimate Committee.
13. Store Purchase.

Annexure-3**TEHSILDARS/NAIB-TEHSILDARS EXAMINATIONS****Paper -8 (Local Fund, Treasury and Financial Rules) :**

1. Fundamental Rules and Supplementary Rules.
2. Pension Chapter of the Civil Services.
3. Liberalised Pension Rules/Central Civil Services (Pension) Rules, 1972.
4. General Provident Fund (Central Services) Rules, 1960.
5. Revised Leave Rules, 1933/Central Civil Services (Leave) Rules, 1972.
6. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
7. Central Civil Services (Conduct) Rules, 1964.
8. H.P. Financial Rules, 1971 Volume-I and Volume-II.
9. Punjab Treasury Rules (as adopted in Himachal Pradesh).
10. Himachal Pradesh Budget Manual, 1971.
11. Hand Book for Supervisory Officers.
12. Hand Book for Assistants.
13. Hand Book for Clerk.

Annexure-4

GAZETTED OFFICERS/ OFFICIALS OF VARIOUS DEPARTMENTS

PAPER-1 (FINANCIAL ADMINISTRATION)

Part-I: 40 Marks

- A. (1) Financial Administration in India-Constitutional Provisions, Role of Finance Commission and Planning Commission.
- (2) Budget: Budget Formulation-Plan and Non-Plan, Pre-Budget Scrutiny, Budgetary Control, Zero Base Budgeting, Performance Budgeting, Provisions of H.P. Budget Manual.
- B. (1) Expenditure-delegation of Financial Powers, Sanction of Expenditure, Expenditure Control, Economy in Expenditure, Drawing from the Treasuries, Cash, Cash-Book and Accounting of Receipt and Expenditure by Disbursing Officers.
- (2) Treasury Operation; Bills and Cheques, L.O.C. Group Insurance Scheme, Pension payments, Deposits, Cash, Cash Chests and Replenishments of Cash, Supply and Distribution of Stamps, Classification of Receipts and Expenditure.

Part-II The following Rules:

60 Marks

1. Fundamental Rules.
2. HPFR Vol. I & II.
3. Travelling Allowance Rules.
4. Leave Travel Concession Rules.
5. General Provident Rules.
6. Pension Rules.
7. Medical Attendance Rules.
8. Leave Rules.
9. Benefits to the families of deceased Govt. Servants-Rules Regarding.
10. Joining Time Rules.

Note.—Four Questions will be set from the syllabus prescribed in part-I in a manner that two questions will be straight, one each from Part-A and Part-B, and the other two from the combined syllabus of both parts. The candidates will have a choice to attempt any two questions.

2. Five questions will be set from the syllabus prescribed in Part-II. The candidates will be required to attempt any three questions.

ELECTION DEPARTMENT**Paper -3 (Election Law)**

1. Source of law of elections in the Constitution.
2. The representation of People Act, 1950.
3. The Registration of Electors Rules, 1960.
4. Delimitation Act, 1972.

Paper - 4 (Election Law)

1. The representation of People Act, 1951.
2. Conduct of Election Rules, 1961.
3. The Presidential and Vice-Presidential Election Act, 1950.
4. The Parliament (prevention of disqualification) Act, 1961.
5. Chapter IX A of the India Penal Code, prescribing the offences under the rules of elections and punishment therefor.
6. Act of the State Legislature (Relating to Removal of Disqualifications).

Paper - 5 (Election Law)

1. Returning Officer's Hand Book.
2. Presiding Officer's Hand Book.
3. Hand Book for Candidates.
4. Consolidated Instructions of the Election Commission.
5. Hand Book for Electoral Registration Officers.

Annexure-6

FOOD AND SUPPLIES DEPARTMENT

Paper : 3 (Food & Supplies)

1. Food Policy and Public Distribution system. System of allotment, allocation and distribution of controlled items.
2. Prices, fixation of rates and reimbursements: Role of agencies like Civil Supplies Corporation, Food Corporation of India, Central Waterhousing Corporation, Oil Corporation, Coal India, Cooperative Institution and Local bodies etc. in the Public Distribution System.
3. Preparation/maintenance of foodgrains account.
4. Consumer Protection Movement.

Paper-4 (Food & Supplies)

1. Technical measures for the storage, treatment and maintenance of the Health of Foodgrains in the Godowns. Inspections/verifications of foodgrain godowns.
2. Common rodents, pests and insects in Himachal Pradesh and analysis of foodgrains for quality control.

Paper-5 (Food & Supplies)

1. Statutory control orders issued by the Government of India and Himachal Pradesh Government under the Essential Commodities Act, 1955. Other Acts/Statutory Control orders administered by the department.
2. Consumer Protection Act, Criminal Procedure Code and inspections of dealers/licenses.

PANCHAYATI RAJ DEPARTMENT**Paper : 3 (Panchayati Raj)****Part-A**

1. Growth of Panchayati Raj in India since independence with special reference to its growth in Himachal Pradesh.
2. Devolution of power, functions and responsibilities to Panchayati Raj Institutions in the light of 73rd Constitution Amendment Act, 1952 with special reference to devolution of powers to Panchayati Raj Institutions in Himachal Pradesh.

Part-B

- (a) Summary of the current India and State Five Years Plan and Annual Plan as the case may be.
- (b) Extension work at Block level with reference to:
 1. Agriculture.
 2. Horticulture.
 3. Minor Irrigation.
 4. Health.
 5. Social Education.
 6. Communication.
 7. Animal Husbandry and Fisheries.
 8. Cooperation.
 9. Family Planning.
 10. Revenue, Rural Development, Welfare.
 11. Cooperation at Block level.

Paper -4 (Panchayati Raj)**Part-A**

1. H.P. Panchayati Raj Act, 1994 as amended from time to time.
2. H.P. Panchayati Raj (General) Rules, 1997.

Part-B

H.P. Panchayati Raj (Election) Rules, 1994 as amended from time to time.

Paper-5 (Panchayati Raj)**Part-A**

H.P. Panchayati Raj (General) Financial, Budget, Accounts, Audit, Taxation, Service and Allowance Rules, 1975 (as amended from time to time.)

Part-B

All State Acts covering Agriculture/Cooperation.

Annexure-8

POLICE DEPARTMENT

Paper : 3 (Police) Procedural Law:

- (a) Criminal Procedure Code: with special reference to:—

Section 1 to 6, 9 to 15, 26 to 87, 91 to 95, 97 to 102, 106 to 124, 129 to 131, 144 to 165, 166 A, 166 B to 185, 188, 190 to 194, 198 A, 200 to 203, 206 to 213, 218 to 224, 238 to 243, 250 to 262, 266 to 271, 292 to 296, 298 to 300, 304 to 309, 313, 315 to 317, 320, 321, 356 to 361, 436 to 442, 451, 452, 466 to 459 and 475.

- (b) Indian Evidence Act, 1892: with special reference to: —

Section 1 to 11, 14 to 22, 24 to 30, 32, 34 to 38, 45 to 51, 53 to 67, 74 to 81, 83 to 90, 101 to 112, 113 A, 113 B, 114, 118 to 126, 132 to 134, 137 to 157 and 159 to 165.

Paper: 4 (Police) Criminal Law :

- (a) The Indian Penal Code (Act No. 45 of 1860) with special reference to Chapters/ Sections:

Chapter –II General Administration – Section 6 to 52 A.

Chapter-III Punishments – Section 75.

Chapter-IV General Exceptions - Section 75 to 106

Chapter-V Abetment - Section 107 to 116.

Chapter-VII Offences against the Public Tranquillity- Section 141 to 153/A.

Chapter-X Contempt's of the Lawful – Authority of Public Servants – Section 172 to 190.

Chapter –XI False Evidence and Offences against Public Justice. Section 191 to 193, 211 to 225/ B.

Chapter-XIV-Offences affecting the Public Health Safety Convenience Decency and Morals- Section 279 to 289 and 294 Section 299 to 309.

Chapter-XVI-Offences affecting the Body – Section 319 to 342, 347 to 354, 359 to 369, 375, 376, 376 A, 376B, 376C, 376D and 377.

Chapter-XVII-Offences Against Property. Sections-378 to 420, 425 to 462.

Chapter – XX-A Cruelty by husband or relative of husband. Section 498/A.

Chapter-XXII- Criminal Intimidation Insult any Annoyance. Section – 503, 506 and 509.

(b) Local and special Law: with special reference to:—

- (1) Motor Vehicle Act, 1988 (No. 59 of 1988 alongwith M.V. (amendment) Act, 1994 (No. 54 of 1994) Section-2 to 12, 14 to 19, 29, 30, 31, 36, 39 to 45, 49, 53, 55, 60, 66, 81 to 86, 112 to 136, 145, 146, 158, 177 to 211.
- (2) A) Schedule Caste and Schedule Tribe: Prevention of Atrocity Act (No. 1989).
(B) SC & ST (Prevention of Atrocity) Rules, 1995.
- (3) The Immoral Traffic Act, 1956.
- (4) Identification of Prisoner Act, No. XXXIII of 1920, Sections 2 to 7.
- (5) NDPS Act, 1985 Section 15 to 68.
- (6) Police (Incitement to Disaffection) Act, 1922 (No. XXII of 1922).
- (7) Police Act, 1961.
- (8) Official Secrets Act, Sections 2 to 15.
- (9) The Arms Act, 1959, Section 2 to 12, 15 to 17, 19 to 45.
- (10) The India Explosives Act, 1884, Sections 4, 5, 13.
- (11) Explosive Substances Act, 1908, Section 2 to 7 alongwith Explosive Rules, 1983.
- (12) The India Railways Act, 1890, Sections 3, 100 to 134 and 137.
- (13) The Mental Health Act, 1987 with Rules, 1990. Section 3, 10, 13, 14, 23, 24, 25, 36, 82 to 87.
- (14) Indian Telegraphs Act, 1885, Section 25 to 32.
- (15) The India Post Office Act, 1898, Section 1 to 5 & 25.
- (16) The Indian Wireless Telegraphy Act, 1933, Section 2 to 8.
- (17) The Criminal Law/Amendments Act, 1932, 1960.
- (18) Prevention of Corruption Act, 1988.
- (19) Telegraph Wires (Unlawful Possession) Act, 1952. Section 1 to 7.
- (20) Public Gambling Act, 1867, alongwith H.P. Amendment Act.
- (21) Foreigners Act, 1946.
- (22) The Passports Act, 1967.
- (23) The Passports Rule, 1976.
- (24) Indian Forest Act, 1927, alongwith Rules.
- (25) Maintenance of Internal Security Act, 1971.
- (26) Defence of India Rules, 1971.
- (27) The Registration Foreigners Act, 1939.
- (28) The Indian Passport Act, 1930.
- (29) The Passport Rule, 1950.
- (30) Foreigners Order, 1948.
- (31) Foreigners Order, 1957.
- (32) The Prisoners Act, 1894, Sections 342 and 43.

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- (33) The Criminal Act, 1908.
 - (34) The Criminal Amendment Act, 1938, Sections 1, 3 to 8/A, 12 and 15.
 - (35) Press and Registration of Books Act, 1867.
 - (36) The Prevention of Cruelty to Animals Act, 1960. Section 1 to 3, 11 to 14, 21, 22, 24 to 36.
 - (37) Punjab Habitual Offenders (Control and Reforms) Act, 1952.
 - (38) Unlawful Activities (Prevention) Act, 1967.
 - (39) Prevention of Seditious Meetings Act, 1911.
 - (40) Police (Restriction of Rights) Act, 1966.
 - (41) Prevention of damage to Public Property Act, 1984.
 - (42) The Prevention of Specific Corrupt Practises, Act, 1983.
 - (43) H.P. (Forest Produce) Trade Registration Act.

Paper : 5 Police:

Punjab Police Rules as extended to H.P. alongwith H.P. amendments.

PUBLIC RELATION DEPARTMENT**Paper-3 (Public Relations)**

Current Affairs/G.K. (National, International and State) Public Relations, Theory and Practice.

Paper - 4 (Public Relations)

Drafting a News items and a feature based on the given material (in English).
Drafting a broadcast/article on topic of Pradesh (in English and Hindi).

Paper - 5 (Public Relations)

Himachal Pradesh problems and steps taken to solve them socio-economic programme of H.P. with special reference to Five Year Plans. Progress in various sections of development. Policy of the Government of H.P. and steps taken to implement. (in English and Hindi).

Annexure-10

RURAL DEVELOPMENT DEPARTMENT

PAPER : 3 (RURAL INTEGRATED DEVELOPMENT DEPARTMENT)

Principles and Philosophy of extension as applied to Rural Development :

- I. Principles and philosophy of extension work. Extension works in other countries, its development in India with special reference to Himachal Pradesh, its multipurpose concept and character. Extension with emphasis on Agriculture but covering all aspects of rural life. Extension through local leaders. Qualities of an extension worker correct kind of aptitude and attitude. Duties of social education organizer and his relationship with block development officer and the technical experts.
- II. (a) Planning from below organization of planning in India/State and District Local Areas Planning.

(b) Organizational Set-up of extension service in the country.
 - (a) At the Centre.
 - (b) At the State Level.
 - (c) At the District Level.
 - (d) At the Block Level.
- III. CAPART - Role of Non-Government Organization.
- IV. Extension methods, media and techniques, approach to Rural Society.
 - (a) Direct contact (Individual), group, community and mass)
 - (b) Working with village people and developing village-group action by developing an
 - I. Approach to group through group discussion.
 - II. Technique of organizing group discussions.

Approach to masses through conferences and seminars, methods of conducting conferences and seminars and how to make them fruitful and effective.

- III. Approach to groups and community through medium of existing Village fairs, melas, educative rural exhibitions, sports meet etc. Technique of organizing them.
- (c) Formation of groups under DWCRA and other Employment schemes.
- (d) Principles evolved in use of technique and media such as:
 - I. Demonstration-how to do them well and get the best of them.
 - II. Common Mistakes:—
 - (a) Method demonstration.
 - (b) Result demonstration.

III. Education and Social Education.

- (a) Community Organisation, such as farmer's club's, women's clubs, youth organisations, which can actively participate in the community development programmes and will assist in building up local leadership and create enthusiasm in the people.
- (b) Techniques in which the social education programme will specialise as for example, cinema shows, audio visual aids, kisan melas, exhibitions.
- (c) Activities:
 - (i) Setting up of community organisations, such as Panchayats, Farmer's Club etc.
 - (ii) Organise Community Centres.
 - (iii) Develop the village School teacher role in the Community Development Programme.
 - (iv) Help in Organising Village Leader's Camps.
 - (v) Organise radio-listening camps.
 - (vi) Organise 'Shramdan'
 - (vii) Youth programmes employing them in organising social, education programmes laying emphasis on the main activity of the youth organisations vis-a-vis community development programme on the principle that it is the youth who will build up the community.
- (d) ICDS and Primary Health Centre, Population Control and Methodology.
- (e) Operation Black Board.
- (f) Compulsory Primary Education Literacy Programme.
- (g) Intraction of voluntary agencies, groups, women groups, Mahila Mandal, yuvak mandal vis-à-vis panchayati raj institutions.
- (h) Role and importance of women in economics development.
- (i) Importance of public participation in development.

(vi) Agriculture:

- (a) Understanding the need for development of agriculture with special reference to factors of agriculture production like soil, seed, fertilizer, implements, irrigation and cultural practices-the minimum programme of agriculture development.
- (b) Better techniques of production:
 - (i) Improved seeds-their usefulness, methods for their multiplication and maintenance of purity. System of multiplication through government purchase and distribution through exchange between cultivators.
 - (ii) Improved implements-their usefulness, factors limiting their popularity.
 - (iii) How pests and diseases are caused and controlled facilities available for plant protection.
 - (iv) The popularity and significance of compost, green manuring, mixed cropping, intensity of cropping and mixed farming.

(c) Horticulture:

Kitchen garden, commercial production of vegetables and fruits. Nurseries for supply of plants and grafts- horticultural assistance available to the individuals and community from different sources. Importance of horticulture due to steep slopes in higher hills. The planting of orchards-planting and renovation of old orchards.

VII. Animal Husbandry and Fisheries:

The inter-dependence of plant husbandry (Agriculture) and animal husbandry for balancing the country's agriculture economy-the contributions of different species of live-stock cattle, sheep, goats, pigs, poultry to our rural economy the role of animal products such as milk, eggs, meat and fish in balancing the generally poor average diet. Responsibility of Panchayats in the field of Animal Husbandry, maintenance of breeding bulls, stud-rams, improvement and maintenance of village tanks and ponds, their stocking with fish finger lings.

VIII. Co-operation :

- (a) Co-operative law and procedure-important provision regarding organisation, registration and working of different co-operative societies.

- (b) Role of co-operative institutions in rural development programme- relation with panchayats-responsibility of the BDO and extension work in respect of co-operative programmes preparation of village production programmes and implementation.

PAPER - 4 (Rural Integrated Development Department)

Appreciation of various facts of programme of Rural Development.

I. Special programmes in Rural Areas:—

- (a) IRDP/TRYSEM/DWCRA.
- (b) JRY/ Employment Assurance Scheme.
- (c) Waste Land Development/District Programme.
- (d) Rural Sanitation Programmes.
- (e) Improve Tools Kits Programmes.
- (f) Non-Government Organizations.
- (g) CAPART
- (h) Local District Planning.
- (i) ICDS.
- (j) Primary Health Centres.
- (k) Desert Development Programme.
- (l) DPAP-NSAP-NPIC.
- (m) Million Wells Scheme.
- (n) Employment Assurance Scheme.
- (o) Gandhi Kutir Yojna.
- (p) Indra Awas Yojna
- (q) Social Security Schemes.
- (r) Vikas Mein Jan Sehyog.
- (s) Innovative Projects under JRY.

II. Preparation of shelf for various programmes and accounting procedures.

III. Financial Administrative Powers and Supervision of the programmes and schemes.

IV. Role of technical staff and their proper supervision.

PAPER-5 (RURAL INTEGRATED DEVELOPMENT DEPARTMENT)

**PROGRAMME PLANNING AND LOCAL GOVERNMENT WITH
RELATION TO RURAL DEVELOPMENT**

Part-A

1. 73rd and 74th Constitutional Amendments Act.
2. H.P. Panchayati Raj Act, 1994 as amended from time to time and rules made under it.
3. Panchayati Raj General Financial Rules, 1974.
4. Election Rules relating to panchayati raj bodies.
5. State Election Commission.

Part-B

1. All State Acts covering agriculture/co-operation (Bare Acts will be provided).
2. Distribution of Finance and Administrative Powers of Panchayati Raj Institutions under different schemes.
3. State Finance Commission.
4. Funds through 10th Finance Commission.
5. Role of GPVA-BDO-DPO in Panchayati Raj Institutions.

Annexure-11**WEIGHT AND MEASURES DEPARTMENT****Paper-3 (Weight & Measures)**

1. Progress of enforcement of metric system of weights and measures in India and its advantages.
2. Base and supplementary units of the system international (S.I.) and their definitions.
3. Functions of the following organisations:—
 - (i) C.G.P.M.
 - (ii) O.I.M.L.
 - (iii) N.P.L.
 - (iv) I.S.I. certification marking scheme.
 - (v) B.I.P.M.
4. Provisions of the Standards of Weights and Measures Act, 1976 and the following rules made thereunder.
 - (i) Standards of Weights and Measures (Numeration) Rules, 1987.
 - (ii) Standards of Weights and Measures (Packaged Commodities) Rules, 1987.
 - (iii) Standards of Weights and Measures (Approval of Mode) Rules, 1977.
 - (iv) Standards of Weights and Measures (National Standards) Rules, 1988.
5. Definitions relating to connected terms in the Standards of Weights and Measures Act, 1976 and Packaged Commodities Rules, in force.
6. Criminal Procedure Code with particular reference to:—
 - (i) Cognizable and non-cognizable offences.
 - (ii) Bailable and non-bailable offences.
 - (iii) Power to search any person or place or seize any property.
 - (iv) Compounding of offences.
 - (v) Summary trials.
7. Role of Weights and Measures Organisation in ensuring fair transactions in the trade.
8. Procedure regarding surprise visits, inspection seizure, launching of prosecutions, description of specific types of frauds which may be practised by users of different types weighting and measuring instruments.
9. Procedure for recommending licences of manufacturer, dealer and repairer of weights and measures and conditions imposed upon manufacturer/dealer/repairer by the Controller, Legal Metrology.
10. Different types of forms and registers prescribed for use of weights and measures organisation and their purpose.

Paper-4 No Change

Paper-5 (Weights and Measures)

1. Provision for the Standards of Weights and Measures (Enforcement) Act, 1985 and Standards of Weights and Measures (Enforcement) Rules, 1988.
2. Provisions relating to the following rules framed under the Standards of Weights and Measure Act, 1976.
 - (i) Standards of Weights and Measures (Inter State Verification and Stamping) Rules, 1987.
3. Verification procedure of different types of weights measures, weighing and measuring instruments.
4. Permissible errors in net weight and measure of packaged commodities.
5. Provisions for the seizure, detention and disposal of un-authorised weights, measures and sealed containers.
6. Verification procedure of petrol pumps and calibration of tank lorries.
7. Verification and testing procedure of all other weighing and measures instruments covered under the General Rules, 1987.
8. Procedure for conducting a prosecution case and exposition of a case law.

WELFARE DEPARTMENT**Paper -3 (Welfare)**

1. Nutrition Programme Integrated Child Development Scheme.
2. Voluntary Organisations and their role in the field of Welfare.
3. Social Legislations such as J. J. Act, 1986, Probation of Offenders Act, 1958. Suppression of Immoral Traffic in Women and Girls Act, 1956. Habitual Offenders Act, 1969. Child Marriage Restraint Act.
4. Rules made under aforesaid Acts.
5. Various institutions and their activities such as state homes for women, working women hostels, bal/balika ashram.
6. Social security pension rules, etc.
7. Problems of beggary and measures for its removal.
8. Administrative set up of Himachal Pradesh State Social Welfare Advisory Board and H.P.C.C.W. and other such bodies set up by the Government with their functions.
9. National Policy on Child Development, Social Welfare Programmes including women, child welfare physically handicapped, social security and social defence programmes aged and mentally retarded.
10. Problems of drug abuse and steps required to control its ill effects.
11. Centrally sponsored schemes of welfare and human resources ministry.
12. Tibetan Welfare.
13. Women Development Corporation.
14. Gujjar Welfare Board/Gaddi Welfare Board/Mahila Smiti.
15. Role of National State Women Commission.
16. Dowry Probation Act, 1986 and Rules thereof.

Paper -4 (Welfare)

1. Constitutional safeguards provided in the Constitution of India for Scheduled Castes/Scheduled Tribes and other Weaker Sections of the Society.
2. The Himachal Pradesh Transfer of Land (Regulation) Act, 1968 and rules made thereunder. Backward Classes Corporation/Commission.
3. Rules under various schemes for the welfare of scheduled castes/scheduled tribes.
4. Administrative set-up of scheduled areas.

5. Major problems of Scheduled Castes/Scheduled Tribes/OBC and measures of their solution.
6. The protection of Civil Rules, 1955 and Prevention of atrocities against Scheduled Castes/Scheduled Tribes Act, 1989 and rules thereunder.
7. Scheduled Caste/Schedule Tribes Development Corporation.

Paper-5 (Welfare)

1. Topography of the tribal district viz Kinnaur, Lahaul and Spiti and Chamba (Pangi-Bharmour).
2. Vidhan Sabha Committee for Scheduled Castes and Scheduled Tribes and Administration Minority Committee Constituted by the Government and their role.
3. Role of District Welfare Committee and problems confronting implementation of Welfare Programmes.
4. Role of Commissioner for Scheduled Caste/Scheduled Tribes and main recommendations for his latest reports.
5. General Assessment and general impact of welfare schemes on the scheduled castes and scheduled tribes/OBC etc.
6. Ashram Type Schools/Gujjar Schools and other institutions run through voluntary organisation.
7. Tribal Advisory Committee/Single Line Administration.

AGRICULTURE DEPARTMENT**Paper: 3 (Rules and Acts)**

1. Constraints in increasing agriculture development.
2. Organisational set up of extension services.
3. Planning for agriculture development in hilly areas.
4. The Himachal Pradesh Agricultural Produce Market Act, 1969 (Act No. 9 of 1970).
5. The Himachal Pradesh Agricultural Produce Market Rules, 1971.
6. The Himachal Pradesh Agricultural Pests, Diseases and Noxious Weeds Act, 1969 and Rules made thereunder.
7. The Fertilizer Control Order, 1957.
8. The Seeds Act, 1966 (54 of 1966) and seeds 268.
9. The Himachal Pradesh Tractor Cultivation (Recovery Charge) Act, 1972 and Rules made thereunder.
10. The Agricultural Loans Act, 1883 and 1884 and Rules made thereunder.
11. The Himachal Pradesh Panchayati Raj Act, 1968 (Act, No. 19 of 1970) and Rules framed thereunder.
12. Insecticides Act, 1968 (Act No. 46 of 1968) and Rules made there under.
13. The Himachal Pradesh Co-operative Societies Act, 1968 (Act No. 3 of 1969) and H.P. Co-operative Societies Rules, 1971.
14. Constitution and Working of Himachal Pradesh State Seed Certification Agency, Himachal Pradesh Marketing Board and Potato Development Board.
15. Himachal Pradesh Bulldozers (use of recovery charge) Rules, 1975.
16. The Himachal Pradesh Land Development Act, 1973 (Act 14 of 1973).
17. The Himachal Pradesh Land Development Rule, 1973.

GENERAL :

1. Agro Climatic Zone Planning for Agriculture Development.
2. National Agriculture Policy/State Priorities for Agriculture Development.
3. Watershed Development approach for sustainable Agriculture Development.
4. Role of women in Agriculture.
5. Integrated nutrient Management with special emphasis on organic farming.
6. Scientific crops and speed production, cropping system approach.

Annexure-14

FISHERIES DEPARTMENT

PAPER : 3 (Rules and Acts)

- II. Fish catch statistics; Himachal Pradesh Fisheries Act, 1976 and Rules thereunder Subsidy Rules; Panchayati Raj Act and Rules thereunder; and Co-operative Act.
1. Classification of fishes, Freshwater fish fauna of India Ecology of river environment Different river systems of Himachal Pradesh; Concepts of Reservoir Fishery Management; Dams and their affects; Rivers Pollution; Management and Development of reservoir fisheries; functioning of co-operative societies; commercial exploitation of reservoirs.
2. Composite fish culture; integrated fish farming; development and advances of aquaculture; ecology and productivity of ponds; selection of cultivable fishes; food and feeding habits of major fishes; fish breeding; hypothecation techniques; soil and water characteristics; fertilization; preparation and management of fish ponds transportation of fish seed; fish farm economics; fish pathology.
3. Coldwater fisher's definition and identification of coldwater fishes; ecology of coldwater streams, lakes and reservoirs; trout fisheries; Snow trout fishery; trout farms management; common carp fishery; mahseer fishery; fishing methods in Himachal Pradesh; Culture fisheries of upland water's trout Culture; Mirror Carp Culture; Fish Farm management; major points for consideration for designing and construction of trout and carp farms; stocking policy of streams, lakes and reservoirs; recreational fishery and tourism; conservation of trout and mahseer waters; running water fish culture; floating and fixed impounding net culture.

HORTICULTURE DEPARTMENT**PAPER -3 (RULES AND ACTS)**

1. Development of Horticulture in Himachal Pradesh with specific relation to various schemes in operation.
2. Status of Horticultural Industry in Himachal Pradesh.
3. Problems and Solutions of Horticultural Industry in Himachal Pradesh.
4. Objects and Scope of different schemes in operation in Horticulture Department.
5. Basic Principle and Practices of Nursery Propagation of Fruit Plants.
6. Natural vagaries which orchardist have to face in the State and how can combat them.
7. Problem of utilisation of un-marketable fruit and their solution with specific reference to steps taken by the state in this regard.
8. Constitution and working of Himachal Pradesh Horticulture Produce Marketing and Processing Corporation.
9. Importance and salient features of Himachal Pradesh Nursery Registration Act, 1973 and H. P. Nursery Registration Rules, 1973.
10. Importance and salient features of Himachal Pradesh Pests, Diseases and Obnoxious Weeds Act, 1969.
11. Rules governing grant subsidies in Department of Horticulture for establishment of garden colonies, community gardens and others.
12. Importance, salient features and working of various horticultural loans by the Financial Institutions.
13. Applied Nutrition Programme.
14. H. P. Panchayati Raj Act (as amended from time to time) and Rules made there-under.
15. Election Rules relating to Panchayati Raj Bodies.
16. All State Act covering Agriculture/Co-operation (bare Acts will be provided).
17. Implementation of insecticides.
18. Fertilizer control over for quality control of fertilizer.
19. Any other Acts and Rules applicable in Himachal Pradesh.

Annexure-16

H.P. P.W.D.

PAPER-3 (RULES AND ACTS)

(A) Departmental Financial Rules (Financial Hand Book No. 3 relating to Public Works Department portion only) :

- (i) Chapter-I (Introductory)
- (ii) Chapter-II (General system of Accounts and Financial Control).
- (iii) Chapter – III (Cash Transaction and their record).
- (iv) Chapter –IV Stores.
- (v) Chapter –V (Deposits and Suspense Accounts).
- (vi) Chapter-VI Works.
- (vii) Chapter – VII (Accounts and Accounts Returns of Sub-Divisional and Divisional Offices).
- (viii) Chapter-VIII (Powers of Admn. Department).
- (ix) Chapter –IX Powers of Head of Department and other subordinate authorities.

(B) Public Works Department Code:

- (i) Chapter –I Establishment.
- (ii) Chapter-II Works.
- (iii) Chapter-III Public Buildings.
- (iv) Chapter-IV Misc. Rules regarding Office Work.
- (v) Powers of Sanction in PWD.

(C) (i) Limitation Act :

- Indian Contract Act.
- Arbitration Act.
- Land Acquisition Act.
- Workmen's Compensation Act.
- H.P. Road Side Land Control Act.
- H.P. Aerial Ropeway Act.
- H.P. Mechanical Vehicles Act.
- (Bridge Tolls) Act, 1968.
- National Highway Act.
- H.P. Motor Vehicle Taxation Act, 1972.
- Indian Forest Conservation Act.
- H. P. Miner Canal Act, 1976.

- H.P. Water Supply Act.
- H.P. Essential Service (Maintenance) Act.
- H.P. Town and Country Planning Act, 1977.

- (ii)
- H. P. Housing Board Act.
 - H. P. Urban Rent Control Act.
 - H. P. Land Preservation Act, 1978.
 - H. P. Slum Areas Act, 1979.
 - H. P. Urban Estates Act, 1977.

(D) Himachal Pradesh Administrative History and Development *w.r.t.* climatic, geographical topographical conditions, resources for plan, scope for medium and minor irrigation, water supply, flood control and road development of Himachal Pradesh including tribal development programmes knowledge about various programmes for weaker sections of society.

Annexure-17

**TREASURY AND ACCOUNTS
(FINANCE DEPARTMENT)**

PAPER - 3 (RULES AND ACTS)

Part-I (A) Book Keeping and Accountancy (40 marks)

1. Book keeping
2. Balance Sheet
3. Depreciation, sinking funds, secret reserve fund, self balancing ledger.
4. Capital and Revenue Account, Profit and Loss Account and Income and Expenditure Account.
5. Cost Account.
6. Double Account System.

(B) An Introduction to Indian Audit and Account.

1. Currency and Resource Arrangements.
2. Government and Commercial System of Accounts and Audit.
3. Structure of Government Accounts.
4. Departmental Compilation of Accounts - Reconciliation of Receipt and Expenditure.
5. Accounting in India Audit and Accounts Department.
6. Entitlement Function.
7. Function and Spirit of Audit.
8. Regularity and Propriety of Audit.
9. Economy, efficiency and effectiveness of Audit.
10. Central Audit and Local Audit.
11. Works and Forest Accounts.

Part-II Treasury Rules (60 marks)

1. Accounting Rules for Treasuries.
2. Maintenance of Accounts under letter of credit, GIS, Pension, Deposits, Personal Ledger Accounts etc.
3. Rules for pension payment in Treasuries. Scheme of pension payment through public sector banks.
4. Token system, bills and cheques, refund of deposits and stamps.

5. Computerisation of treasury accounts, codification scheme, classification of expenditure and receipt, net cash outgo, RBD reports to be submitted to A.G. and other departments.
6. Treasurer's Section; Double Lock, Single Lock, Currency Chest, Reserve Bank of India, Remittance Facilities, Cash Handling, Replenishment of cash, rules for the supply and distribution of stamps, padlocks, valuables, duplicate keys, cash chest, opium etc.
7. The following Acts:
Indian Stamp Act and Income Tax Act (only the portion related to tax deduction at source).

NOTE:

There shall be four questions from Part-I and Five from Part-II. Two question from Part-I and three question from Part-II shall have to be attempted. In Part-I one full question each from (A) and (B) shall be given and rest two questions will have common topics from (A) and (B).

Annexure-18

YOUTH SERVICES AND SPORTS DEPARTMENT

Paper-3 (Rules and Acts)

Part-A

1. Salient features of New National Sports Policy as adopted by the Government of India.
2. Constitution and working of H.P. Sports Council.
3. Constitution and Working of H.P. State Youth Board.
4. Grant-in-Aid rules as adopted by H.P. Sports Council.
5. The H.P. State Youth Board grant-in-aid to voluntary, organisations rules.
6. Rules pertaining to State and Cash Awards to outstanding Sports persons of Himachal Pradesh.

Part-B

(General Knowledge regarding development problems of the Pradesh as identified from the angle of the Department of Youth Services and Sports.)

1. Planning Youth Services and Sports programmes in Himachal Pradesh.
2. Identification of essential infrastructure for the promotion of sports in H.P.
3. Promotion of sports in the prevailing social-economic conditions in the State.
4. Rule of incentives for producing champions in the field of competitive sports. What incentives the State has already introduced to achieve this objective.
5. How far the department of youth services and sports has succeeded in channelizing the energies of youth in the National re-construction programmes.
6. Importance of High altitude Training in Competitive sports and State Government's contribution in the establishment of High altitude Training Centre in Himachal Pradesh.
7. The scheme for the development of play-fields and stadium in the State.
8. Details of coaching scheme adopted in the State.
9. Role of State Sports Associations in encouraging voluntary Sports in the State.
10. Role of organising National Integration Camp in State for promotion of unity and integrity of country.
11. Scheme for promotion of adventure sports amongst the youth of the Pradesh.
12. Training of youth in vocational studies for self – employment.
13. Scheme for the extension of youth Hostel facilities in the Pradesh as per norms of Government of India.

